Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail:planning@arun.gov.uk
website: www.arun.gov.uk/planning

Fuller Associates
Norton Studio
School Lane
Arundel
BN18 9DR

Our Ref: K/17/18/NMA
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

18th June 2018

Dear Mr Andrew Fuller

Section 96A of the Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) - Article 10
Application for A Non-material Amendment Following a Grant of Planning Permission

Development Application for a non-material amendment

Location The Tower Seaview Avenue Kingston

Thank you for your recent application which I received on 22nd May 2018. It is being validated by Miss C Burrows who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

> Unfortunatley it would appear that you have quoted an incorrect the incorrect reference number on the application form, we believe the reference should be K/29/15/HH instead of K/20/15/HH. Also within description of the proposed amendments you make refernece to the new skylight to the West elevation however the plans indicate it is actually the North elevation - could you please make these amendments to the appplication form or confirm in writing that these are correct.

For further detailed information on both the National and Local Validation Requirements please go to our website: **http://www.arun.gov.uk/making-a-planning-application**
If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **2nd July 2018** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther
Group Head of Planning

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